



Steven M. Neuhaus
County Executive

VACANCY ANNOUNCEMENT

DEPARTMENT OF SOCIAL SERVICES ACCOUNT CLERK GRADE 06

Applications are now being accepted to fill two (2) Account Clerk positions at the Orange County Department of Social Services. These positions are allocated to the competitive class. The nature of one appointment is provisional, pending the outcome of a Civil Service Examination. The nature of the other appointment is temporary substitute. Once the permanent holder attains status in another position, the position will become provisional, pending the outcome of a Civil Service Examination. Civil Service Examination will be announced at a later date.

This work is primarily of a routine nature and involves the application of standardized account-keeping practices used in maintaining and checking financial accounts and records. This class may also assist in performing the more difficult and responsible phases of this type of work. Account Clerks work under general supervision on standard assignments in accordance with well-defined and established procedures. Detailed instructions are given for new or difficult assignments and unusual problems or situations are referred to a supervisor before action is taken. Work is checked by immediate supervisors or by another step in the account-keeping process. Does related work as required.

MINIMUM QUALIFICATIONS:

Graduation from high school or possession of a high school equivalency diploma.

NOTE: Computer literacy will be evaluated during the probationary period.

SALARY: New Employees: \$22.8218 per hour; annually \$47,469.34 (40-hour workweek)
County Employees - As per CSEA contract for Grade 06 Salary Schedule

SEND APPLICATIONS TO:

Orange County Department of Social Services
Box Z, 11 Quarry Road
Goshen, NY 10924
Attn: Melissa Glantz

Please note: Applicants must include a copy of their driver's license when submitting applications.

Open announcement until positions are filled

Employment applications can be downloaded from Orange County's website. Please visit www.orangecountygov.com and follow the link to the Department of Human Resources page. Or download directly here: [Application for Employment Application](#)

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